

I. Call to Order.

The Chair, Lloyd Sullivan at 6:00 p.m, called the meeting to order. There were present Jenifer Landman, Selectman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this meeting.

II. Selectmen Items

A. Police Lieutenant Introduction

Chief of Police Brian Page introduced Mr. John Scippa as the candidate selected to serve as the North Hampton Police Departments new Police Lieutenant. Chief Page provided a brief overview of Mr. Scippa's background and qualifications. Chief Page advised the Board that Mr. Scippa would commence his duties with the North Hampton Police Department on Monday, November 17, 2003 at 0800 hours.

B. Bid Opening – Little River Streambank Stabilization Project

The Town received three (3) bids in response the Request for Proposal (RFP) that was publicized in reference to this project. The bids are listed below in the order in which they were opened.

- H.J. Smith, Inc. of North Hampton, NH \$34,450.00
- T. Ford Company of Georgetown, MA \$31,600.00
- J. Parker & Daughter, Inc. of Pittsfield, NH \$37,000.00

The Board requested the Town Administrator review each of the bids in relation to the RFP and bring forward a recommendation for bid award at the next Board of Selectmen meeting scheduled for November 24, 2003.

C. Town Purchase Policy Review / Adoption

The Board reviewed and discussed the proposed Purchasing Policy as submitted by the Town Administrator. Ms. Landman inquired as to the proposed credit limit related to a Town Credit Card (i.e.: Home Depot etc.). Mr. Pardue explained that this was not a proposed "per charge" limit but instead, a proposed "total credit limit".

MOTION / VOTE: Ms. Landman made the motion to approve the Purchasing Policy as presented. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.

D. Review and Discussion of Board of Selectmen Candidates

The Board discussed potential candidates to serve in the capacity of Selectman, filling the vacancy on the Board that was created when Mr. A. Hines resigned due to his relocation out of state.

Ms. Landman nominated Mr. Bob Kennedy, Ms. Judy Day and Mr. Paul Cuetara. Ms. Landman cited the qualifications of each of the candidates. Mr. Sullivan expressed his belief that Mr. Cuetara would serve as an excellent addition to the Board and voiced his support of Mr. Cuetara.

MOTION / VOTE: Ms. Landman made a motion to appoint Mr. Paul Cuetara to fill the vacancy on the Board of Selectman, filling the vacancy created by the resignation of Mr. Allan Hines. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.

The Board welcomed Mr. Cuetara and thanked him for his willingness to serve the Town.

E. Question and Comments - NONE

III. Administration/Business

A. Town Administrator's Report

Mr. Pardue made his report to the Board. Items presented by the Town Administrator are as follows:

1. The FD Lieutenant vacancy remains. Applications have been received and interviews are currently underway.
2. The PWD computer system and email capabilities are complete.
3. The PWD vacancy remains. Mr. Strout has expanded the advertising (geographical) area in an effort to attract applicants.
4. The auditors have completed their on-site work and will be issuing preliminary "findings" within soon.
5. Vision Appraisal is on target to meet their revised timetable as was presented at the last BOS meeting. New values have been mailed to property owners and informal hearings are being scheduled for the period of 11/11 – 11/14/03. File turnover is expected on or about 11/19/03. Following hearings and revised values being generated, the setting of the tax rate can occur and then tax billings can be prepared.
6. RFP for revising electrical service to municipal building as per 2003 warrant article has been issued. Reply date is November 21, 2003.

B. Correspondence - NONE

C. Approval of Minutes

i. October 27, 2003 Open Session – APPROVED 2-0

MOTION / VOTE: Ms. Landman made a motion to approve the minutes of October 27, 2003- open session. Mr. Sullivan seconded the motion. VOTE: 2-0.

D. Payroll

The payroll was reviewed and signed.

E. Manifest

The manifest was signed.

IV. Adjournment

Ms. Landman made a motion to adjourn the meeting. Mr. Sullivan seconded the motion. VOTE: 2-0 to adjourn the meeting. Meeting adjourned at 6:33 pm.

Respectfully Submitted,

Michael W. Pardue
Town Administrator